

# The Steps:

To submit a Change of Occupancy application (not in conjunction with a building permit):

- BLF-045 "Change of Occupancy" application completed by applicant
- BLF-106 "Process and Storage Information" form completed by applicant
- Payment of fee (per Comprehensive Fee Schedule) at time of application submittal

Forms can be obtained at our office or on the city website at:

[www.salina-ks.gov](http://www.salina-ks.gov)

click on "Departments", "Building Services", then "Forms, Pamphlets, Hand-outs"

The following is a list of names and phone numbers of departments or agencies that may be involved in the Change of Occupancy inspections. Please submit your application to Building Services.

## **Building Services Div. 309-5715**

Fire Department 826-7340

Planning Division 309-5720

Utilities Division 309-5725

Engineering Division 309-5725

Saline Co. Planning 309-5813

Saline Co. Engineering 826-6527

Kansas Dept. of Agriculture (KDA),  
785-296-5600 (if food service)

# Change of Occupancy



*Division of  
Building Services*

City County Building  
300 W. Ash,  
Room 201  
785-309-5715

## ***What is Change of Occupancy?***


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**As stated in the International Building Code**

**Section 110.1-**

**Use and Occupancy:**

“No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a Certificate of Occupancy therefore as provided herein. Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.”

***What Does That Mean?*** 

The International Building Code classifies types of uses in buildings based on the type of business being conducted and the impact that business will have on fire safety, land use and building use. For example if a building or space within a building that was previously an insurance office changes to a retail clothing store, that would be a change of use & occupancy type and would require a new Certificate of Occupancy to be issued prior to occupying the building. There might not be plans for any renovations or remodeling, but there would possibly be requirements for more parking, public restrooms, additional exits from the building and other health & safety related requirements.

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## ***How Do I Know If I Am Changing the Occupancy?***

The best way to get started with the correct information is to give us a call or come in to our office. We can visit about your business and determine whether or not the Change of Occupancy process will apply to your particular business and location.

If you are required to obtain a building permit for any renovation or remodel work, the change of occupancy is included in the building permit fee.

If a building permit is not required and you are simply changing the occupancy, you will submit an application for Change of Occupancy with an application fee. Once the application is submitted a site inspection will be scheduled with the business owner, the property owner and city or county staff. All zoning, building and fire code deficiencies will be discussed and communicated with you and then you will proceed with any required code compliance work. Once all code compliance requirements have been completed you will request a final inspection. City staff will perform a final inspection and upon approval by the Building Official a Certificate of Occupancy will be issued. You will then be able to use and occupy the building or the leased space within.